

***CalWORKs and FOOD STAMP DATA SYSTEMS DESIGN
TASKFORCE
Systems Maintenance Unit (SMU)***

TRANSMITTAL NUMBER: 00-05 (FS)

March 15, 2000

**TO: All Performance Measurement Counties and Field
Operations Bureau Staff**

SUBJECT/PURPOSE: Impact of Shelter/Utilities Deductions Changes

RELATED REFERENCE: ACL 00-19

SUPERSEDES: None

EFFECTIVE DATE: Upon Receipt

BACKGROUND:

The Department of Social Services (DSS) has implemented regulations that allow each county to determine to what extent it will verify household shelter and utility costs. The county can either retain the previously existing statewide verification requirements or develop its own verification option. All counties are still required to verify actual utility expenses when the household claims actual costs and these costs are greater than the Standard Utility Allowance (SUA). Questionable information must also still be verified.

The implementing All-County Letter (ACL) indicates that this change is effective January 2000, and the Food Stamp Bureau has advised us that counties were allowed to implement their own verification requirements prior to this date on an informal basis. These scattered implementation dates will have no impact upon quality control (QC) reviews, as this regulatory change does not affect case review policies and procedures for these elements.

INSTRUCTIONS:

As stated above, this change does not impact QC review procedures for reviewing these deductions. Continue to use Section 1161 of the FNS Handbook 310 and Transmittal 96-45(f) to determine if errors have occurred related to these deductions.

When the county policy does not require verification and the shelter cost amount provided by the household at certification/recertification differs from the verified amount obtained by the reviewer, use the verified amount in the budget computation and cite the error as client-caused. In addition, if the case record shows that the client reported a change but the worker

continued to use the previous amount, use the new amount (if verified at the home visit) in the budget computation. (Remember that the regulation change means that the worker need not wait for verification to use the new amount.) If an error exists because the worker used the old amount, cite it as agency-caused based on failure to act on reported information

INQUIRIES: Michael Bowman-Jones (909) 862-8116

Original Signed By Joeana Carpenter

**JOEANA CARPENTER, PROJECT LEADER
CalWORKs and FOOD STAMP DATA SYSTEMS
DESIGN TASKFORCE**